

FAC102 Contract User Guide

How to use the FAC102 Athletic Supplies and Physical Education Equipment Contract

Contract #: FAC102	Contract Duration:	10/21/2016 – 9/30/2019
MMARS #: FAC102*	Options to Renew:	None
Contract Manager:	Stephen Lyons, 617-720-3373 steve.lyons@state.ma.us	
This contract contains:	Prompt Payment Discount, Supplier Diversity Program	
UNSPSC Code:	46-22-00	
Last change date:	November 21, 2016	

Contract Summary

This contract is currently awarded to Samson Equipment, Inc. to provide weight training equipment and related products/services.

It is the intention of the Operational Services Divisions to award an additional vendor for catalog sales of athletic supplies and physical education equipment.

Additional Contract Information

The Samson Equipment contract is adopted from the [National IPA](#) cooperative contract. To find additional information about this contract, please visit the contract page via the National IPA website here: <http://www.nationalipa.org/Vendors/Pages/SamsonEquipment.aspx>

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

Benefits and Cost Savings

- 2% Prompt Payment Discount for payments made within 10 days.
- Dock-to-Dock Shipping.
- Lift-Gate Service (for certain piece of equipment).
- Supervised Installation.
- Full Installation.
- Turn Key Service.
- Lifetime Warranty on steel materials/workmanship when used as intended.
- 8 Year Warranty on bearings and all other moveable parts when used as designed and intended.

Pricing and Purchase Options

Buyers should contact Samson Equipment directly to request a quote or to discuss capabilities. To request a quote through COMMBUYS please see the instructions for finding information on COMMBUYS on the next page. Alternatively, you may contact:

Scott Schroeder, Samson Equipment

1-800-4-SAMSON ext. 202 (1-800-4722-6766 ext. 202)

scott@samsonequipment.com

Where to Find Contract Information on COMMBUYS

To obtain contract information please go to the [COMMBUYS](#) website. Please note that POP UP blockers must be turned off to see COMMBUYS content.

How to find vendors in COMMBUYS from Public View:

1. Click on "Contract & Bid Search"
2. Select "Contracts/Blankets"
3. Type "**FAC102**" in the "Contract/Blanket" Description field
4. Click "Find It"
5. Click on the vendor MBPO page link
 - Direct link to public view of Samson MBPO: [PO-17-1080-OSD03-SRC3-9085](#)

How to find vendors in COMMBUYS if you are logged in:

1. Sign into COMMBUYS
 2. Type "**FAC102**" into the search bar at the top of the page
 3. Select "Contract/Blankets" in the drop-down menu that displays "Catalog"
 4. Click the magnifying glass to search.
 5. Click on the vendor MBPO page link
- OR**
1. Sign into COMMBUYS
 2. Click "Advanced" at the top of the page, to the right of the search bar
 3. Select Document Type "Contracts/Blankets"
 4. Type "**FAC102**" into the "Description" and click "Search" or hit enter
 5. Click on the vendor MBPO page link

How to place an order in COMMBUYS

A Purchase Order is called a Release Requisition in COMMBUYS. Instructions for "How to Create a Release Requisition and Purchase Order" can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).

This contract is setup in COMMBUYS with a single line item at \$0.00. When you create your Release Requisition in COMMBUYS you will need to change the \$0.00 to the quoted dollar amount you will pay for your order. You will then be able to edit the item description to include the quote number, product information, or any other type of note you wish to add to the order. You may also attach a copy of your quote as a PDF to the Release Requisition.